AN EXCITING CAREER OPPORTUNITY
Programme Assistant - Training

Background

Established in 1988, African Economic Research Consortium is a premier capacity building institution in the advancement of research and training to inform economic policies in sub-Saharan Africa. AERC’s mission rests on two premises: first, that development is more likely to occur where there is sustained sound management of the economy; second, that such management is more likely to happen where there is an active, well-informed cohort of locally based professional economists to conduct policy-relevant research. AERC builds this cohort through a programme that has three primary components: research, training, and policy outreach. The organization integrates high quality economic policy research, postgraduate training, and policy outreach within a vast network of researchers, universities, and policy makers across Africa and beyond.

Overall, Job Purpose

The Programme Assistant, Research will be responsible for providing administrative and programmatic support services to the Training Department. The incumbent will work closely with the Managers of Training, Programme Administrators and Assistants to ensure efficiency, effectiveness and high-performance standards are achieved and maintained. This position will be based in Nairobi, Kenya.

Duties & Responsibilities

- Assisting Programme Administrators in preparation of scholarship and grant letters, as well as documents for payments of grants to institutions and individuals.
- With the Programme Administrators and other responsible staff, follow up awards, contracts and agreements for the Training programmes with stakeholders, members of the network and beneficiaries of the programme on issues of concern.
- Assisting in preparing letters and contracts for students, visiting lecturers and consultants for the Training programmes.
- Preparing invitation letters, visa applications and making travel arrangements for students and visiting lecturers attending the CMAP/CPP Joint Facility for Electives (JFE) and the CMAAE Shared Facilities for Specialization and Electives (SFSE), as well as workshops organized by the Training Department.
- Under the supervision of the Managers Training, assist with preparation of documentations for Academic Advisory Boards, CPP comprehensive examinations, external examinations and Training Department workshops.
- Providing administrative/logistical support in the travel arrangements of students, visiting lecturers, workshop participants as well as preparation of meetings/workshops and social functions in the Training Department. This will include working closely with the Training Managers in agenda preparation for meetings and ensuring that draft proceedings of workshops and short-term courses are produced, distributed and action plans implemented on a timely basis.
• Assisting in the preparation of donor reports, requests, and disbursements.
• Sending remittance/payment slips to stakeholders (service providers, students, universities, lecturers, etc.) as well as keeping track of due dates of individual donor progress reports, disbursements, and requests.
• Maintaining and updating a database for the contacts of persons and institutions within the network of the Training Programme.
• Assisting in the preparation of files and documents for the audit reports as well as schedules for the special and main audit.
• Assisting in collating and updating Training Department information on the AERC website, in liaison with the Knowledge Management Administrator.
• Working closely with the Knowledge Management Administrator to make sure the training alumni directory is updated.
• Undertake any other duties as may be directed from time to time.

Qualification and Experience

• Bachelor’s Degree in Arts, Education or Business Administration/Management
• A Diploma in Project Management is an added advantage.
• Diploma of proficiency in French is an added advantage.
• CPA (II) or equivalent is an added advantage.
• At least 3 years of relevant experience

Key Skills and Competencies

• Ability to work with computerized accounting and business enterprise systems.
• Good oral and written communication and presentation skills
• Good interpersonal skills
• Good team player
• Ability to work independently, with diligence and attention to detail.
• Strong integrity and ability to maintain confidentiality.
• Ability to work under pressure and meet strict deadlines.
• Proficiency in standard office computer applications and databases such as MS Office Word, Excel, PowerPoint and Internet
• Ability to work in French as well as English is desirable.
• Working knowledge or familiarity with digital communication and online platforms

AERC offers competitive remuneration and a benefits package.

Application

Interested applicants are invited to visit AERC website at https://aercafrica.org/careers/ to view the description of duties and required qualifications. All applications must include a cover letter and a resume which has at least three referees addressed to the Manager, Human Resource & Administration email: recruitment@aercafrica.org by 21st November 2023.

All information will be treated with utmost confidence. Due to the expected volume of applications, AERC will only enter into further correspondence with short-listed candidates.

The AERC is an Equal Opportunity Employer.